

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P & P No. 90-3003	Page 1 OF 2	
Effective Date June 23, 1981		
Supersedes P & P No. SOP 0006-06	Dated 07-01-71	
APPROVED BY <i>[Signature]</i>		
DIVISION Maint. & Operations	SECTION Deputy Commissioner	CHAPTER TITLE Aircraft Accident Reporting

PURPOSE:

To establish uniform methods of reporting aircraft accidents.

DISTRIBUTION:

All holders of the Policy and Procedures Manual.

PROCEDURE:

In the event of an aircraft accident on a State-operated airport, certain reporting procedures are necessary and must be completed by airport personnel.

An "INCIDENT REPORT" must be completed if an accident occurs that is not connected with a flight. This would include such happenings as wind overturning a parked aircraft, or when a car runs into a parked airplane, damage due to hail storms, etc.

Immediately after an aircraft accident has occurred which is "incident to flight" (between starting of an engine before taxi to stopping the engine when parking) the airport manager should notify his regional supervisors, statewide safety and security and the local police and advise them of the accident. If injuries or fatalities are involved, local medical authorities must be notified. At fully certified airports the airport emergency control plan should be followed. The police may be able to notify the nearest FAA facility for you, but in any event, the pilot or operator must call or contact the nearest FAA facility and describe the accident.

In addition to the communications, an "AIRCRAFT ACCIDENT REPORT" must be completed. Three copies of this form are needed. This Aircraft Accident Report must be completed for accidents that are "incident to flight", involving any aircraft when:

1. Serious injuries or fatalities result.
2. Cost of repair is \$100.00 or more.

Or, if:

3. The regional or statewide representatives request a report.

This report should be submitted as soon as possible after the accident. Good cause must be shown in writing for a delay of more than 7 days. Once completed, copies should go to the three below-named offices.

1. Airport Managers file
2. Regional Headquarters
3. Statewide Safety and Security Officer.

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P & P No.	Page
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SUBJECT

AIRCRAFT ACCIDENT REPORTING

DIVISION	SECTION	CHAPTER TITLE
Maint. & Operations	Deputy Commissioner	Aircraft Accident Reporting

SPECIAL NOTIFICATION - Immediate notification of the FAA is required for the following types of accidents when incidental to flight:

1. Structural failure of an aircraft, engine or propeller.
2. Mid-air collision.
3. Serious or fatal injury to any person.
4. Occurrence of fire involving any of the components or systems on the aircraft, when incidental to flight.

After such immediate notification, the ACCIDENT REPORT must be completed. Wreckage from such accidents should not be removed from the scene (unless a safety hazard is present or if the National Transportation Safety Board representative authorizes it) until the investigation has been completed.

The Statewide Safety and Security Office will transmit copies of all accident and incident reports to the appropriate State Risk Management Offices.